

SPECIFICATIONS
FOR MAGNETIC MEDIA FILING
OF
CASINOS AND CARD CLUBS
SUSPICIOUS ACTIVITY REPORTS
(SARC)

FORM FinCEN 102

February 28, 2003

**DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE**

These Specifications for Magnetic Media Filing of Suspicious Activity Reports By Casinos and Card Clubs (FinCEN 102) were developed under the sponsorship of the following:

Department of the Treasury

Director, Financial Crimes Enforcement Network

Internal Management Systems Division

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Purpose

The purpose of this specification is to provide the requirements and conditions for filing Suspicious Activity Report by Casinos and Card Clubs (SARC), Form FinCEN 102 on magnetic media.

The magnetic media forwarded to the Detroit Computing Center (DCC) will be considered as a substitute for the paper document, provided the transaction is accepted by the DCC system. Receipt and acknowledgment of magnetic media is further discussed in a later section.

These specifications apply to the program for the filing of SARCs submitted on magnetic cartridge, or diskette.

Approval to participate in the magnetic media reporting program is contingent upon the filer following these steps:

- Review specifications
- File application to participate
- Satisfy Acceptance Testing Procedures
- Receive formal DCC approval
- File reports every two to four weeks (as required)
- Monitor quality

Continued participation in the Magnetic Media Program is contingent upon maintenance of quality standards and timely reporting.

Application for Magnetic Media Reporting

For purposes of these specifications, the FILER is the organization responsible for filing the SARC. The Casino and transmitter may be the same or different organizations.

Generally, card clubs are subject to the same rules as Casinos, unless a different requirement for card clubs is explicitly stated in 31 CFR Part 103. Therefore, the term "Casino" when used in this document includes a reference both to a Casino and to a Card Club.

Filers are required to complete and send to the Internal Revenue Service Detroit Computing Center

(DCC) an "Application for Magnetic Media Reporting of Currency Transactions" (Form DCC-4419).

The application should be filed with DCC as soon as possible after receipt of these specifications. DCC will act on the application and notify the applicant of authorization to file. Magnetic media may not be filed with DCC until the applicant has received approval.

Approval of applications to file SARCs on magnetic media will be contingent upon the applicant satisfactorily passing an acceptance test.

Filing of Magnetic Media Reports General:

DCC will advise magnetic filers when they may begin to file using magnetic media. This will be as early as possible after receipt of the application. Until this notification has been issued, magnetic media will not be accepted.

If files are unreadable due to format errors, etc., we will contact the transmitter by telephone to send a replacement for the file.

Any filer whose error rates remain at a high level on a continuing basis may risk being discontinued as a magnetic media filer.

Filers are required to retain a copy of the SARC data and all original supporting documentation or business record equivalent for five years from the date of the suspicious activity report. All supporting documentation must be made available to appropriate authorities upon request.

Transmittal Process:

Magnetic media files and transmittals are submitted to DCC. Form(s) DCC-4804 and DCC-4802 (for multiple filers), must accompany magnetic submissions. **DO NOT MAIL THE MEDIA AND THE TRANSMITTAL SEPARATELY.** DCC encourages the use of a substitute computer generated Form 4804 and/or Form 4802, which includes all information requested on the actual form. Substitute forms should follow the format of the transmittal form.

All submitted magnetic media files, must include the following:

- A Form 4804 or computer generated substitute.
- The magnetic media with an external identifying label.
- A statement on the outside of the shipping container that says 'Attn: Tape Library Deliver unopened: SARC Magnetic Media. If there is only one container, mark the outside as 1 of 1. For multiple containers, include the sequence (e.g., 1 of 3, 2 of 3, etc.).
- DCC will not pay or accept 'Collect on Delivery' or 'Charged to IRS' shipments of SARCs on magnetic media that an individual or organization is legally required to report.

Data Sequencing and Validation Criteria

The following data controls must be followed or the SARC magnetic media will be rejected. The data records must be in the following sequence:

- Transmitter (1A)
There can only be one of this record type and it must be the first record on the file.
- Casino or Card Club (2A)
There can be more than one of this record type depending on the number of different Casinos or Card Clubs, which are included on the file. This record type will immediately precede all records, which relate to the Casino or card club.
- Suspicious Activity (3A)
There can be more than one of this record type on the file depending on the number of suspicious activities being reported for a Casino or Card club.
- Subject Information (4A)
There can be more than one of this record type dependent on the number of persons involved in this suspicious activity.
- Narrative Description (6A)
There can be more than one of this record type depending on the length of the explanation given for the suspicious activity.
- Casino/Card Club Summary (9A)
There must be one of this record type for each Casino/Card Club reporting. It must be the last record associated with the Casino/Card Club.

• File Summary (9Z)

There must be one of these records on the file and it must be the last record on the file.

Acceptance Procedures

The Filer will be asked to provide a test file to DCC that is consistent with these requirements.

Final acceptance of the filer's test file will be as follows:

- The test data will consist of a set of reports, containing the data normally supplied by the filer.
- The test file should contain more than 25 reports.
- Upon receipt of the filer's test file DCC will test, review and provide feedback to the filer within ten working days.
- If 95% of the filer's test returns are error-free and the file is correctly formatted, final acceptance will be issued by DCC allowing the filer to participate in the Magnetic Media Program.
- When a test file is found to be incorrectly formatted or more than 5% of the filer's test returns contain errors, DCC will identify to the filer the type of errors encountered. A new set of test data should be forwarded to DCC. The filer is responsible for correcting their software to eliminate the identified errors and any related errors.
- If, after three attempts, the filer's test file continues to be unacceptable, the filer must confer with the SARC Magnetic Media Coordinator and develop an acceptable plan for correcting deficiencies before any further tests are allowed.
- Filers granted acceptance will be notified.
- When several filers use the same service bureau system, only one test file of magnetic returns is required to cover the acceptance of all participating filers.
- DCC will issue a Transmitter Control Code (TCC) to be used with all submissions of SARCs.

Filing Dates

Filing using magnetic media will be on a continuous basis. Magnetic media must be prepared and submitted to DCC for processing no later than 30 calendar days after the date of initial detection of facts that may constitute a basis for filing a SARC. If no subject was identified on the date of detection of the incident requiring the filing, a Casino/Card Club may delay filing a SARC for an additional 30 calendar days to identify a Subject. In no case shall reporting be delayed more than 60 calendar days after the date of initial detection of a reportable transaction.

Receipt and Acknowledgment of Magnetic Media Files

SARCs **will not be acknowledged** to the transmitter. Cartridges will be returned **with** the original data removed.

Filing Corrected Reports

If a SARC that was prepared and submitted on magnetic media must be corrected, you must file a complete corrected SARC as soon as possible. **All fields must be completed with the correct information, NOT JUST THE DATA FIELDS NEEDING CORRECTION.** Corrected SARCs will be accepted on magnetic media. **Corrected and Supplemental magnetically filed SARCs must include the appropriate code indicator**

Magnetic Media Coordinator Contacts

Direct all requests for Magnetic Media related publications or information to the following address:

**SARC Magnetic Media Coordinator
Internal Revenue Service
985 Michigan Ave.
Detroit, MI 48226-2458
Phone Number (313) 234-2011
Fax Number (313) 234-1614**

General Specifications

Diskette/Cartridge Specifications:

These specifications define the file characteristics acceptable for magnetic media reporting. These characteristics must be followed unless specifically authorized by the DCC in writing.

All records should be fixed in length to the size specified for each record type. Usually DCC will be able to process a compatible cartridge file. The standard file characteristics are nine track tapes and 18 or 36 track cartridges, EBCDIC, odd parity, 6250 BPI and **standard labels**. The standard data set name to be used on cartridges is **ICCSP.SARCMAG.F102**.

Files must have the following attributes:

An external label must appear on each cartridge submitted for processing. The following information should appear on the label:

- The transmitters name
- Date of preparation
- **A number assigned by the preparer that must match the number on the internal label (6 alpha numeric characters)**
- Number of reels in file, including reel sequence number (i.e., 01 of 08)

Note: To allow better control processing of your files, uniquely numbered cartridge numbers must be transmitted when using multiple cartridges.

For the purposes of these specifications the following conventions must be used for internal labels:

- Header Label

Standard headers provided they begin with 1HDR, HDR1, VOL1, VOL2, UHL1, or 'b LABEL'.

Consist of a maximum of 80 positions.

- Trailer Label

Standard trailer labels may be used provided that they begin with 1EOR, 1EOF, EOR1, EOF1, EOVS1, or EOVS2.

Consist of a maximum of 80 positions.

Diskette Specifications:

These specifications define the file characteristics acceptable for diskette media reporting. These characteristics must be adhered to unless specifically authorized by DCC in writing.

All records should be fixed in length to the size specified for each record type.
Usually DCC will be able to process a compatible diskette file. The standard file characteristic is 3.5 inch diskette double sided/double density or double sided/high density. The standard data set name to be used on files is **SARCMAG**.

All diskettes must be generated using MS-DOS on an IBM compatible personal computer in ASCII mode. All alphabetic characters must be in **upper case only**.

An external label must appear on each diskette submitted for processing. The following information should appear on the label:

- Contact Person and Telephone Number
- Date of preparation
- Diskette sequence number (i.e., 01 of 03)
- Coverage beginning and ending dates
- Number of SARC records

The diskette records defined in these specifications should be unblocked 420 character records. The industry standard record delimiter for diskette data records is the two byte combination of 0D0A hexadecimal characters (carriage return, line feed).

Note: Diskettes will not be returned.

Overview of File

This file is an alternative to filing SARCs on paper. If you file a transaction on MAGNETIC MEDIA DO NOT FILE a paper SARC for the same SARC.

All initial, corrected, supplemental and late report filings can be submitted on magnetic media.

SARCs, which have missing or incomplete information, are considered original (initial) filings. When information becomes available they should be replaced on magnetic media, include the corrected or supplemental indicator code.

All dates are to be in the format of **century**, year, month, day with month and day both **being right justified and zero filled**.

Money amounts **should be right justified and zero filled**. Enter dollar amounts only, all cents should be rounded up to the next higher dollar amount (i.e., \$10,000.01 should be reported as \$10001).

All name, address, and city fields are to be **left justified and space filled**.

All Alphabetic characters must be in upper case.

All name and address fields relating to SARC data must follow the Name Editing Conventions specified in the attachments.

Account numbers must NOT contain leading zeroes unless they are part of the actual account number.

All entries must be:

Left justified and space filled.

Do not include lower case characters in the file.

All 'Filler' fields should be space filled.

Do not use low values.

Record Types (Input)

Transmitter (1A) Record - Required

The first record on each file is to be the transmitter record, which will contain information identifying the transmitter (person or organization handling the data accumulation and formatting). There will be only one Transmitter Record on each magnetic media file. Include the following data elements in this record:

Field Pos.	Field Name	Length	Description and Remark
1 – 2	Record Type	2	Required. Enter `1A`.
3 – 37	Transmitter Name	35	Required. Enter the name of an individual or an organization that is transmitting the transactions on this file.
38 – 67	Transmitter Address	30	Required. Enter the street address of the transmitter.
68 – 92	Transmitter City	25	Required. Enter the city of the transmitter.
93 – 94	Transmitter State	2	Required. Enter the transmitter state in abbreviated form. Use the country and state standard abbreviations in the attachments.
95 – 103	Transmitter Zip Code	9	Required. Enter the transmitter Zip Code.
104 – 106	Transmitter Area Code	3	Required. Enter the transmitter area code.
107 – 113	Transmitter Telephone	7	Required. Enter the telephone number.
114 – 148	Transmitter Contact	35	Required. Enter the name of an official contact for the transmitter.
149 – 157	Transmitter EIN	9	Required. This must be the valid nine-digit number assigned to the transmitter by IRS. Do not enter hyphens, slashes, ALPHA characters, all 9's, or all zeroes.
158 – 165	Coverage Beginning Date	8	Required. This will be the date of the earliest original on the file. It is to be a numeric 8-digit field in format century, year, month, and day.
166 – 173	Coverage Ending Date	8	Required. This will be the date of the latest original transaction on the file. It is to be a numeric 8-digit field in format century, year, month, and day.
174 – 181	Transmitter Control Code	8	Required. This is the code assigned by the IRS. This code is also entered on Form 4804.
182 – 409	Filler	228	
410	Format Indicator	1	Required. Enter "1".
411 – 420	User Field	10	

Casino/Card Club (2A) Record - Required

This record identifies information regarding the Casino or Card Club. The number of Casino or Card Club records will depend on the number of different Casinos or Card Clubs that are included on the file. Include the following data elements in this record:

Field Pos	Field Name	Length	Description and Remarks
1 – 2	Record Type	2	Required. Enter '2A'.
3 – 7	Transaction Sequence	5	Required. Enter a sequential number starting with 00001 and increment by 1 for each suspicious transaction (3A) record.
8 – 42	Casino/Card Club Trade Name	35	Required. Enter the Casino or Card Club's full trade name.
43 – 77	Casino/Card Club Legal Name	35	Required. Enter the Casino or Card Club's full legal name.
78 – 107	Casino/Card Club Address	30	Required. Enter the address of the Casino or Card Club. Do not abbreviate.
108 – 132	Casino/Card Club City	25	Required. Enter the city where the Casino/Card Club is located.
133 – 134	Casino/Card Club State	2	Required. Enter the two (2) character state code from the standard state code abbreviations in the attachments.
135 – 143	Casino/Card Club Zip Code	9	Required. Enter the zip code for the Casino or Card Club.
144 – 152	Casino/Card Club EIN	9	Required. Enter the EIN of the Casino or Card Club.
153 – 154	Type of Gaming Casino or Card Club	2	Enter the type of gaming Casino or Card Club as follows: A - State Licensed Casino B - Tribal Licensed Casino C - Card Club D - Other
155 – 174	Type of Gaming Other Description	20	If 'D - Other' enter a description of the gaming type.
175 – 209	Contact name	35	Required. Enter the individual's name to be contacted regarding this report in the format last name/first name/middle initial. Left justified and space filled. Follow the Name Editing Conventions shown in the attachment.
210 – 249	Contact Title/Position	40	Required. Contact person's Title/Position.
250 – 252	Contact Area Code	3	Required. Contact person's area code

Casino/Card Club (2A) Record – Required Continued

Field Pos	Field Name	Length	Description and Remarks
253 – 259	Contact telephone	7	Required. Contact person's telephone number.
260 – 267	Prepared Date	8	Required. Date Report prepared. YYYYMMDD format.
268 – 410	Filler	143	
411 – 420	User Field	10	

Suspicious Activity (3A) Record - Required

This record identifies and describes the suspicious activity report. It occurs one time per suspicious activity. Include the following data elements in this record:

Field Pos	Field Name	Length	Description and Remarks
1 – 2	Record Type	2	Required. Enter '3A'.
3 – 7	Transaction Sequence	5	Required. Enter a sequential number starting with 00001 and increment by 1 for each suspicious transaction (3A) record.
8 – 8	Enforcement Agency Code	1	Enter the agency contacted : A = DEA E = US Customs B = US Attorney F = US Secret Service C = IRS G = Local law enforcement D = FBI H = State gaming commission I = State law enforcement J = Tribal gaming commission K = Tribal law enforcement L = Other (List in enforcement agency name)
9 – 43	Enforcement Agency Name	35	Enter the name of the Law Enforcement Agency already contacted, if B, G through I, or L checked above. List U.S. Attorney office here.
44 – 78	Enforcement Agency Person Contacted	35	Enter the name of the person contacted at the Enforcement Agency in the format last name/first name/middle initial, left justified and space filled. Follow the Name Editing Conventions shown in the attachment..
79 – 81	Enforcement Agency Contact Area Code	3	Enter the area code of the contact person at the Enforcement Agency.
82 – 88	Enforcement Agency Contact Phone Number	7	Enter the phone number of the contact person at the Enforcement Agency.
89 – 96	Enforcement Agency Contact Date	8	Enter the date Enforcement Agency contacted YYYYMMDD format.
97 – 104	From Suspicious Activity Date	8	Required. Enter the suspicious activity date or Beginning suspicious activity date (if including a range of activity dates). YYYYMMDD format.
105 – 112	To Suspicious Activity date	8	Required. Enter the ending date of suspicious activity (if including a range of violation date) or leave blank. YYYYMMDD format.

Suspicious Activity (3A) Record - Continued

Field Pos	Field Name	Length	Description and Remarks
113 – 122	Suspicious Activity Amount	10	Required. Enter the total dollar amount involved in known or suspected suspicious activity. Must be numeric, dollars and no cents, right justified, and zero fill.
123 – 139	Suspicious Activity Type	17	<p>Required. A maximum of 17 suspicious activity types as follows:</p> <p>A = Bribery/Gratuity B = Check Fraud (includes counterfeit) C = Credit/ Debit Card Fraud (inc. counterfeit) D = Embezzlement/theft E = Large currency exchange (s) F = Minimal gaming with large transactions G = Misuse of position H = Money laundering I = No apparent business or lawful purpose J = Structuring K = Unusual use of negotiable instruments (checks) L = Use of multiple credit or deposit accounts M = Unusual use of wire transfers N = Unusual use of counter checks (markers) O = False or conflicting ID (s) P = Terrorist financing Q = Other (describe on 6A record)</p>
140 – 141	Number of Subjects	2	Required. Number of Subject Records. Must be equal to the number of Subject 4A Records.
142 – 143	Number of Explanation/Description records	2	Required. Number of Explanation/Description records Must be equal to the number of Explanation/Description 6A Records.
144 – 144	Corrects Prior Report Indicator	1	Enter 'X' if corrects prior report.
145 – 145	Subject Information Unavailable	1	Enter 'X' if all the Subject's information is unavailable. If this box is checked, there will be no 4A record.
146 – 146	Multiple Subject indicator	1	Enter 'X' if there is more than one Subject.
147 – 410	Filler	264	
411 – 420	User Field	10	

Subject Information (4A) Record - Required

This record contains information related to the Subjects identity. There can be more than one of these records if there are multiple Subjects for the same suspicious activity.

Field Pos	Field Name	Length	Description and Remarks
1 – 2	Record Type	2	Required. Enter "4A".
3 – 7	Transaction Sequence No.	5	Required. Enter the transaction sequence number from the associated 3A record.
8 – 42	Subject's Name	35	Required. Enter the name of the Subject in the format last name/first name/middle initial, left justified and space filled. Follow the Name Editing Conventions shown in the attachment.
43 – 77	Subject's AKA / DBA Name	35	Required. Enter the name of the Subject in the format last name/first name/middle initial. Left justified and space filled. Follow the Name Editing Conventions shown in the attachment.
78 - 107	Subject's Address	30	Required. Enter the street address of the Subject. Left justified and space filled.
108 -132	Subject's City	25	Required. Enter the Subject's city. Left justified and space filled.
133 -134	Subject's State	2	Required. From the attachment, select the appropriate state code for the Subject.
135 -143	Subject's Zip Code	9	Required. Enter the zip code for the Subject.
144 - 145	Subject's Country	2	Required. From the attachment, select the appropriate country code.
146 - 154	Subject's TIN	9	Required. Enter the SSN/ITIN/TIN of Subject.
155 - 162	Subject's Date of Birth	8	Enter Subject's date of birth. It is to be a numeric eight digit field in the format YYYYMMDD.
163 - 165	Subject's Home Area Code	3	Enter Subject's residence area code.
166 - 172	Subject's Home Phone Number	7	Enter Subject's residence telephone number.
173 - 175	Subject's Work Area Code	3	Enter Subject's work area code.
176 - 182	Subject's Work Phone No.	7	Enter Subject's work telephone number.
183 -212	Subject's E-mail Address	30	Enter the E-mail address of the Subject if known.

Subject Information (4A) Record - continued

Field Pos	Field Name	Length	Description and Remarks
213 – 42	Subject's Occupation	30	Enter the occupation, profession, or business of the Subject (i.e. attorney, securities broker, auto dealer, etc.)".
243 – 243	Subject's Identification	1	Required. Enter the appropriate code for the method by which the individual's identity was verified. A Drivers' License/State Id B Passport C Alien Registration D Other Identification
244 – 263	Subject's Id Other Description	20	Required. If 'D - Other' enter the description of Identification.
264 – 285	Subject's Identification Number	22	Required. Enter the number used for identification.
286 – 287	Subject Issuing Authority	2	Required. Enter the appropriate code to designate the state/country where the identification was issued.
288 – 295	Subject's Vehicle License number	8	Enter the number on the vehicle's license.
296 – 297	Subject's Vehicle State Code	2	Enter the vehicle's state code
298 – 319	Subject's Account Number	22	Required. Account number affected, if any.
320	Subject No Account Affected Indicator	1	Required. Enter 'X' if no account is affected.
321	Subject Account Opened Indicator	1	Required. Enter the appropriate code A for Yes B for No
322 – 327	Subject's Relationship Code	6	Enter the appropriate code(s) from the list below of the Subjects affiliation or relationship to the Casino or Card Club. Include 6 applicable items. Left justify and space fill if less than 6 items: A - Customer B - Agent C - Junket/Tour Operator D - Employee E - Check Cashing Operator F - Supplier G - Concessionaire H – Other (describe on 6A record)

Subject Information (4A) Record – continued

Field Pos	Field Name	Length	Description and Remarks
328	Subject's Affiliation Indicator	1	Subject currently affiliated with the Casino or Card Club. Enter the appropriate code from the list below: A for Yes B for No
329	Subject's Affiliation Code	1	If 'No' indicated above, enter the appropriate code from the list below: C - Barred D - Resigned E - Terminated F - Other (describe on 6A record)
331 – 338	Subject Action Date	8	Enter date affiliation action was taken. It is to be a numeric eight digit field in the format YYYYMMDD.
339 – 410	Filler	73	
411 – 420	User Filed	10	

Narrative Description (6A) Record - Required

This record contains a detailed Explanation/Description of known or suspected violation of law. This record may occur multiple times. Include the following data elements in this record:

Field Pos.	Field Name	Length	Description and Remarks
1 -- 2	Record Type	2	Required. Enter "6A".
3 -- 7	Transaction Sequence No.	5	Required. Enter the transaction sequence number from the associated 3A record.
8 -- 403	Explanation/Description	396	Required. Enter a detailed Explanation/description of the Suspicious Activity. Upper case characters only. Do not use low values or special characters.
404 -- 410	Filler	7	
411 --420	User Field	10	

Casino/Card Club Summary (9A) Record - Required

This record is required. There should be one of these records on the file for each Casino/Card Club that is being reported. This record contains counts of the number of each type of record for the Casino/Card Club.

Field Pos.	Field Name	Length	Description and Remarks
1 – 2	Record Type	2	Required. Enter `9A'.
3 – 9	Casino SAR Count	7	Required. Enter number Casino SAR documents filed.
10 – 16	Suspicious Activity Count	7	Required. Enter a count of the number of Suspicious Activity Records (3A) for the branch.
17 – 23	Subject Record Count	7	Required. Enter the number of Subject (4A) records for the branch.
24 – 30	Explanation/Description	7	Required. Enter the number of description/Explanation (6A) records for the branch.
31 – 410	Filler	380	
411 – 420	User Field	10	

File Summary (9Z) Record - Required

There should only be one of these records on the file and it must be the very last record on the file. This record contains counts of the number of the various record types that are on the file. These records should contain the following:

Field Pos.	Field Name	Length	Description and Remarks
1 – 2	Record Type	2	Required. Enter `9Z'.
3 – 9	Casino/Card Club Record Count	7	Required. Enter count of Casino/Card Club records. 2A
10 – 16	Suspicious record count	7	Required. Enter count of suspicious records. 3A
17 – 23	Subject Record Count	7	Required. Enter count of Subject records. 4A
24 – 30	Explanation/Description	7	Required. Enter count of explanation/description records. 6A
31 – 410	Filler	380	
411 – 420	User Field	10	

Attachments - Standard Country/State Abbreviations

<u>Country/State</u>	<u>Code</u>	<u>Country/State</u>	<u>Code</u>
Afars & Issas (French)	FT	Canada	CA
Afghanistan	AF	<u>States</u>	
Albania	AL	Alberta	AB
Algeria	AG	British Columbia	BC
Andorra	AN	Manitoba	MB
Angola	AO	New Brunswick	NB
Anguilla	AV	New Foundland	NF
Antarctica	AY	(Incl. Labrador)	
Antigua (Barbuda & Redonda)	AC	Nova Scotia	NS
Antilles, Netherlands	AE	Ontario	ON
Argentina	AR	Prince Edward Is.	PE
Armenia	AM	Quebec	PQ
Aruba	AW	Saskatchewan	SN
Ashmore & Cartier Is.	AT	Yukon Terr.	YT
Australia	AS	Northwest Terr.	NT
Austria	AU	Cape Verde Island	CV
Azerbaijan	AJ	Cayman Islands	CJ
Bahamas	BF	Czech Republic	CP
Bahrain	BA	Central African Republic	CT
Baker Island	FQ	Chad	CD
Bangladesh	BG	Channel Islands	OC
Barbados	BB	Chile	CI
Bassas Da India	BS	China (Mainland)	CH
Belgium	BE	China (Taiwan)	TW
Belize	BH	Christmas Islands	KT
Benin (Dahomey)	DM	Clipperton Island	IP
Bermuda	BD	Cocos Islands	CK
Bhutan	BT	Columbia	CO
Bodnia & Hercegovina	BK	Comoros Is.	CN
Bolivia	BL	Congo (Brazzaville)	CF
Bosnia	BK	Congo (Zaire)	CG
Botswana	BC	Cook Is.	CW
Bouvet Is.	BV	Coral Sea Is. (Terr.)	CR
Brazil	BR	Costa Rica	CS
British Virgin Islands	VI	Croatia	HR
British West Indies	BW	Cuba	CU
Brunei	BX	Cyprus	CY
Bulgaria	BU	Cyprus - North (Turkish)	CX
Burkina Faso, Upper Volt	HV	Czechoslovakia	CZ
Burma	BM	Denmark	DA
Burundi	BY	Djibouti (Formerly Afars & Issas)	DJ
Byelarus	BO	Dominica	DO
Cameroon	CM	Dominican Republic	DR
Cambodia	CB	Dronning Maud Land	NQ
		East Germany	GC

Attachments - Standard Country/State Abbreviations (continued)

<u>Country/State</u>	<u>Code</u>	<u>Country/State</u>	<u>Code</u>
East Timor	TR	Howland Island	HQ
Ecuador	EC	Hungary	HU
Egypt	EG	Iceland	IC
El Salvador	ES	India	IN
England	UK	Indian Ocean Area French	X9
Equatorial Guinea	EK	Indian Ocean Terr. British	IB
Eritrea	ER	Indonesia	ID
Estonia	EN	Iran (Persia)	IR
Ethiopia	ET	Iraq	IZ
Europa Island	EU	Iraq-Saudi Arabia, Neutral Zone	IY
European Communities	EE	Ireland	EI
Faroe Is.	FO	Isle of Man	IM
Falkland Is. (Islas Malvinas)	FA	Israel	IS
Fiji	FJ	Italy	IT
Finland	FI	Ivory Coast	IV
France	FR	Jamaica	JM
French Guiana	FG	Jan Mayen	JN
French Polynesia	FP	Japan	JA
French Southern & Antarctic Lands	FS	Jarvis Island	DQ
French West Indies	FW	Jersey	JE
Gabon	GB	Jordan	JO
Gambia, The	GA	Juan De Nova Island	JU
Gaza Strip	GZ	Kampuchea	CB
Germany & Berlin (East)	GC	Kazakhstan	KZ
Germany	GE	Kenya	KE
Georgia	GG	Kingman Reef	KQ
Ghana	GH	Kiribati Is.	KI
Gibraltar	GI	Korea, People's Republic	KN
Gilbert Island	GS	Korea, Republic of South	KS
Glorioso Islands	GO	Kuwait	KU
Great Britain	UK	Kyrgyzstan	KG
Greece	GR	Laos, Peoples Dem. Republic	LA
Greenland	GL	Latvia	LG
Grenada	GJ	Lebanon	LE
Guadeloupe	GP	Lesotho	LT
Guatemala	GT	Liberia	LI
Guernsey	GK	Libya	LY
Guinea	GV	Line Is.	CL
Guinea Bissau	GU	Liechtenstein	LS
Guyana	GY	Lithuania	LH
Haiti	HA	Luxembourg (AKA Luxemburg)	LU
Heard & McDonald Islands	HM	Macao	MC
Holland	NL	Macedonia	MK
Honduras	HO	Madagascar	MA
Hong Kong	HK	Malagasy	MS

Attachments - Standard Country/State Abbreviations (continued)

<u>Country/State</u>	<u>Code</u>	<u>Country/State</u>	<u>Code</u>
Malawi	MI	Micronesia, Federated State	FM
Malaysia	MY	Moldova	MD
Maldives	MV	Monaco	MN
Mali	ML	Mongolia	MG
Malta	MT	Montenegro	MJ
Martinique	MB	Montserrat	MH
Mauritania	MR	Morocco	MO
Mauritius	MP	Morocco (Spanish)	ME
Mayotte	MF	Mozambique	MZ
Mexico	MX	Myanmar, Burma	MQ
State		Namibia (SW Africa)	WA
Aguascalientes	AG	Nauru	NR
Baja, Calif. (Terr. North)	BA	Navassa Island	BQ
Baja Calif. (Terr. South)	BJ	Nepal	NP
Campeche	CE	Netherlands (Antilles)	NA
Chiapas	CI	Netherlands (Holland)	NL
Chihuahua	CH	Neutral Zone, S Iraq/Arabia	NT
Coahuila de Zaragoza	CU	New Caledonia	NC
Colima	CL	New Hebrides	NH
Distrito	DF	New Zealand	NZ
Durango	DO	Nicaragua	NU
Guanajuato	GU	Niger	NG
Guerrero	GR	Nigeria	NI
Hidalgo	HL	Niue	NE
Jalisco	JL	Norfolk Island	NF
Mexico (State)	MX	Norway	NO
Michoacan de Ocampo	MC	Oman (Muscat)	MU
Morelos	MR	Pakistan	PK
Nayarit	NA	Palau	PW
Nuevo Leon	NL	Panama	PN
Oaxaca	OA	Palestinian Autonomous Area	PS
Puebla	PB	Papua-New Guinea	PP
Queretaro de Arteaga	QU	Paracel Islands	PF
Quintana Roo	QR	Paraguay	PA
San Luis Potosi	SL	Peru	PE
Sinaloa	SI	Philippines	RP
Sonora	SO	Pitcairn Island	PC
Tabasco	TB	Poland	PL
Tamaulipas	TA	Portugal	PO
Tlaxcala	TL	Portuguese Timor	PT
Veracruz-Llave	VC	Qatar	QA
Yucatan	YU	Reunion	RE
Zacatecas	ZA	Rhodesia (Zimbabwe)	RH
		Romania	RO
		Russia	RS

Attachments - Standard Country/State Abbreviations (continued)

<u>Country/State</u>	<u>Code</u>	<u>Country/State</u>	<u>Code</u>
St. Kitts & Nevis	SC	Rwanda	RW
St. Helena	SH	Turkey	TU
St. Lucia	ST	Turkmenistan	TX
St. Pierre & Miquelon	SB	Turks & Caicos Is.	TK
St. Vincent & Grenadines	VC	Tuvalu (Ellice Is.)	TV
San Marino	SM	Uganda	UG
Sanya (Yemen)	YE	Ukraine	UP
Sao Tome & Principe	TP	Ukrainian	UA
Saudi Arabia	SA	UK Indian Ocean Territory	IO
Scotland	UK	Union of Soviet Republics	UR
Senegal	SG	United Arab Emirates	TC
Serbia	SJ	(UAE) (Trucial States)	
Seychelles	SE	United Arab Republic (Egypt)	EG
Sierre Leone	SL	United Kingdom (England, Great Britain, Scotland, Wales)	UK
Sikkim	SK	United Nations	UN
Singapore	SN	United States	US
Slovakia	SQ	Upper Volta	UV
Slovenia	SI	Uruguay	UY
Solomon Island	BP	Uzbekistan	UZ
Somalia	SO	Vanuatu	VU
South Africa	SF	Vatican City	VT
Soviet Union (USSR, Russia)	UR	Venezuela	VE
Spain	SP	Vietnam	NM
Spanish Sahara	SS	Vietnam (North)	VN
Spratley Islands	PG	Virgin Islands (British)	VI
Sri Lanka (Ceylon)	CE	Wales	UK
St. Kitts & Nevis	SC	Wallis & Futuna	WF
St. Helena	SH	West Bank	WE
St. Lucia	ST	West Berlin	WB
St. Pierre & Miquelon	SB	West Germany	GE
St. Vincent & Grenadines	VC	West Indies French	XQ
Sudan	SU	Western Sahara	WI
Suriname	NS	Western Samoa	WS
Svalbard	SV	Yemen (Aden) (South)	YS
Swaziland	WZ	Yemen Republic of (Sabaa)	YM
Sweden	SW	Yemen (San'A) (North)	YE
Switzerland	SZ	Yugoslavia	YO
Syria	SY	Zaire	ZR
Taiwan	TW	Zambia	ZA
Tajikistan	TT	Zimbabwe	ZI
Tanzania	TZ	Unknown	XX
Thailand	TH	Various (more than one)	XV
Togo	TO		
Tokelau Islands	TL		
Tonga	TN		
Trinidad & Tobago	TD		
Tunisia	TS		

Attachments - Standard State Abbreviations

<u>State</u>	<u>Code</u>
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA

<u>State</u>	<u>Code</u>
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

TERRITORIES

<u>State</u>	<u>Code</u>
American Samoa	AS
Federated States of Mrcronesia	FM
Guam	GU
Marshall Islands	MH
Northern Mariana Islands	MP
Palau Island	PW
Puerto Rico	PR
Virgin Islands	VI

Note: The above Territories are considered States for SARC processing. Code the Territory in the state field and 'US' in the country field.

Attachments - Zip Code Validation Table

The following table is used to validate all zip-code fields. The table consists of the first three digits of the valid zip-code range by state. Therefore, if a zip-code falls within the given range for the state indicated, it is considered valid. Otherwise an error code will be issued. Consult the U.S. Postal Service Zip-Code Directory to resolve any conflicts between state and zip-codes.

<u>State</u> <u>Abbrev.</u>	<u>State</u>	<u>Valid Range</u>	<u>State</u> <u>Abbrev.</u>	<u>State</u>	<u>Valid Range</u>
AL	Alabama	350 - 369	NY	New York	090 - 149 ***
AK	Alaska	995 - 999	NC	North Carolina	269 - 289
AS	American Samoa	967 - 967	ND	North Dakota	580 - 588
AZ	Arizona	850 - 865	MP	Northern Mariana Is.	969 - 969
AR	Arkansas	716 - 729 & 755	OH	Ohio	430 - 458
CA	California	900 - 966	OK	Oklahoma	730 - 749
CO	Colorado	800 - 816	OR	Oregon	970 - 979
CT	Connecticut	060 - 069	PW	Palau Island	969 - 969
DE	Delaware	197 - 199	PA	Pennsylvania	150 - 196
DC	District of Columbia	200 - 205	PR	Puerto Rico	006- 009
FM	Federated States of Micronesia	969 -969	RI	Rhode Island	028 - 029
FL	Florida	320 - 349 **	SC	South Carolina	290 - 299
GA	Georgia	300 - 319	SD	South Dakota	570 - 577
GU	Guam	969 - 969	TN	Tennessee	370 - 385
HI	Hawaii	967 - 968	TX	Texas	750 - 799 & 885
ID	Idaho	832 - 838	UT	Utah	840 - 847
IL	Illinois	600 - 629	VT	Vermont	050 - 059
IN	Indiana	460 - 479	VA	Virginia	220 - 246 & 201
IA	Iowa	500 - 528	VI	Virgin Islands	008 - 008
KS	Kansas	660 - 679	WA	Washington	980 - 994
KY	Kentucky	400 - 427	WI	Wisconsin	530 - 549
LA	Louisiana	700 - 714	WV	West Virginia	247 - 268
ME	Maine	039 - 049	WY	Wyoming	820 - 831
MH	Marshall Islands	969 - 969			
MD	Maryland	206 - 219			
MA	Massachusetts	010 - 027 & 055			
MI	Michigan	480 - 499			
MN	Minnesota	550 - 567			
MS	Mississippi	386 - 397			
MO	Missouri	630 - 658			
MT	Montana	590 - 599			
NE	Nebraska	680 - 693			
NV	Nevada	889 - 898			
NH	New Hampshire	030 - 038			
NJ	New Jersey	070 - 089			
NM	New Mexico	870 - 884			

**** FL - 343, 345, and 348 are not valid.**

***** NY - Includes 004 Westchester and 063 Fishers Island.**

Zip Code Validation Table Continue

MILITARY 'STATE'

<u>State</u>		
<u>Abbrev.</u>	<u>State</u>	<u>Valid Range</u>
AE	Armed Forces Africa	090 - 098
AA	Armed Forces Americas (except Canada)	340 - 340
AE	Armed Forces Canada	090 - 098
AE	Armed ForcesEurope	090 - 098
AE	Armed ForcesMiddle East	090 - 098
AP	Armed ForcesPacific	962 - 966

Attachments – Standard Abbreviations

<u>Word</u>	<u>Abbreviation</u>
Accounting	ACCTG
Accounts	ACCTS
Administration	ADMIN
Air Force Base	AFB
Apartment	APT
American	AMER
Associates	ASSOC
Association	ASSN
Avenue	AVE
Bank	BK
Banking	BKG
Branch	BR
Broadway	BWY
Building	BLDG
Casualty	CASLTY
Center	CTR
Certificate	CERT
Certificate of Deposit	CD
Circle	CRL
Commerce	CMRC
Commission	COMM
Company	CO
Comptroller	COMPT
Consolidated	CONS
Construction	CONST
Corporation	CORP
Cooperative	COOP
County	CNTY
Court	CT
Credit Union	CU
Department	DEPT
Deposit	DEP
Distributor, Distributing,	DISTB
District	DIST
Division	DIV
Drive	DR
East, Eastern	E
Electrical	ELEC
Exchange	XCHG
Federal	FED
Federal Credit Union	FCU
Finance	FIN
Financial	FINCL
First National Bank	FNB
Foreign	FORGN

<u>Word</u>	<u>Abbreviation</u>
General	GEN
Government	GOVT
Group	GRP
Headquarters	HDQTRS
Highway	HWY
Hospital	HOSP
Incorporated	INC
Industry(ies)	INDUST
Information	INFO
Institute, Casino or Card Club	INST
Insurance	INS
International	INT
Lane	LN
Limited	LTD
Management	MGMT
Manufacturers	MFTRS
Manufacturing	MFG
Market	MKT
Municipal	MUN
Mutual	MUTL
National	NAT
Northeast	NE
Northern, North	NO
Northwest	NW
Organization	ORG
Park	PK
Place	PL
Plaza	PLZ
Post Office	PO
Railroad	RR
Realty	RLTY
Road	RD
Room	RM
Route	RT
Savings	SAV
Savings and Loan	SL
Security	SEC
Service	SERV
Southeast	SE
Southern, South	SO
Southwest	SW
Street	ST
Suite	STE
Transportation	TRANS
Trust	TR

Standard Abbreviations Continue

<u>Word</u>	<u>Abbreviation</u>
University	UNIV
US Air Force	USAF
US Army	USA
US Coast Guard	USCG
US Marine Corps	USMC
US Navy	USN
Village	VLGE
Western, West	W

Note: All abbreviations listed may be changed from singular to plural, and vice versa, by the addition or deletion of the letter 's'.

Attachments - Name Editing Instructions

- | | |
|--|---|
| <p>A. Delete any titles, prefixes, suffixes or other descriptive information such as Mr., Mrs., Dr., Reverend, Partner, or Trustee. Do not delete suffixes that distinguish family members such as Jr., Sr., III or IV. Suffixes should be edited to follow the middle initial (e.g. Doe\ John\L Jr).</p> <p>B. Delete all punctuation (e.g., 'JR.' would be submitted as 'JR').</p> <p>C. Do not use the following words in fields:</p> <ul style="list-style-type: none">a. THEb. SEE ABOVEc. SAME AS ABOVEd. SAMEe. COMPUTER GENERATEDf. SIGNATURE CARDg. NONEh. NON CUSTOMERi. CUSTOMERj. T/Ak. VARIOUSl. OTHERm. N/An. UNKNOWN | <p>D. Spanish surnames. Care must be taken in formatting Spanish surnames as the names are usually written in the order of first name, father's last name, and then mother's last name, i.e., Juan Vega Santiago. The father's last name, Vega would be used as the last name; however, both last names should be retained. Example: Vega/Santiago/Juan.</p> <p>E. Place a slash ('/') before each name (including suffixes) except the first surname (e.g., <u>White</u>/Elizabeth/A) but not between compound names such as 'Van Gogh'.</p> <p>F. If only the surname of an individual is present, then place a slash after it (e.g., <u>Jones</u>/).</p> <p>G. If a non-individual is listed, do not enter slashes between names. Delete the word, 'The' whenever it appears.</p> <p>H. If an organization has a separate "doing business as" (DBA) name, enter the organization's legal and business names (e.g., "Smith Enterprises, Inc., DBA Smith Casino Tours").</p> |
|--|---|

Attachments - Definition of Terms

Account	The customer's account Number as related to the transaction being reported, if any.
Card Club	Any organization duly licensed or authorized to do business as a card club, gaming club, card room, gaming room, or similar gaming establishment in the United States, including tribal card clubs, and having gross annual gaming revenue in excess of \$1,000,000. The term includes the principal headquarters and every domestic branch or place of business of the establishment.
Casino	Any organization duly licensed or authorized to do business as a casino or gambling casino, including a tribal casino, in the United States (except casinos located in Nevada under Regulation 6A) and having gross annual gaming revenues in excess of \$1 million. This includes the principal headquarters and every domestic branch or place of business of the casino.
Corrected	A report that is used to correct a Report that was previously filed.
Currency	For SARC purposes, currency is the coin and paper money of the United States or any country, which is circulated and customarily used and accepted as money.
DBA	Doing Business As
DCC	The Detroit Computing Center
EIN	Employer Identification Number
File	For purposes of this procedure, a file consists of all magnetic cartridge or diskette records submitted by a transmitter.
ITIN	Individual Taxpayer Identification number
SARC	Suspicious Activity Report by Casinos and Card Clubs (Form FinCEN 102).
SSN	Social Security Number
Supplemental	A SARC Report that is used as an addition or extension to the original SARC Report.
Subject	For SARC purposes, a subject is a person with questionable/suspicious activities.
Transmitter	Person(s) or organization(s) who prepare the magnetic tape files.
Transmitter Control Code (TCC)	An eight-character number assigned by DCC to the transmitter prior to actual reporting on magnetic media. This code is inserted in most records of your files and must be present before the file can be processed. An Application for Magnetic Media Reporting must be filed with DCC to receive this number.